

# ***APPLICATION FOR PARADE/STREET CLOSING PERMIT***

**PLEASE READ APPLICATION CAREFULLY BEFORE SUBMITTING  
APPLICATION**

**APPLICATION CAN BE SUBMITTED THROUGH MAIL, FAX, OR E-MAIL**

**Mailing Address:**

**CITY OF HARTFORD  
DEPARTMENT OF LICENSES AND INSPECTIONS  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103  
PHONE # 860 -757-9200 or 860 -757-9249**

**Fax # 860-722-6374**

**E-mail address [Li\\_Permit@ci.hartford.ct.us](mailto:Li_Permit@ci.hartford.ct.us)**

***Please attach detailed map and diagram showing the following, as it  
applies to your event: Location and type of any apparatus to be used.  
Location and complete route of parade/street closing.***

***“The City of Hartford does not discriminate on the basis of disability in  
the provision of any of its programs, activities or services”***

**City of Hartford**  
**Department of Licenses and Inspections**  
**Application for Parade / Street Closing Permit**

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*“Permit shall include any parade, ceremony, show, exhibition, pageant or procession of any kind, or any similar display in or upon any street.” **Permit is not required for public speeches, political rallies, marches, protests, demonstrations or similar events. Any application submitted less than (60) days may result in the dates requested for activity not being available or request for Park equipment and or services.***

*Applications shall be filed not less than (60) days or more than one year before the date on which it is proposed to conduct any such activity. Application must be **completed in full** either printed or typed.*

***Begin with Number One below:***

**I solemnly swear to the truth of the following statements:**

1. The name, address and telephone number of the person or organization to whom the permit is desired to be issued:

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2. The name, address and telephone number of the person who will be the parade/street closing Chairperson (s) and who will be primarily responsible for its conduct:

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3. . If parade/street closing is to be conducted for, on behalf, or by organization, the name, address, and telephone number of the headquarters of organization and of the authorized and responsible head of such organization:

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4. Please state two dates for this parade/street closing. The second date will be used as an alternative.

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5. The hour/s when such parade/street closing will start:\_\_\_\_\_terminate:\_\_\_\_\_

5b.Set up Time\_\_\_\_\_Break down Time\_\_\_\_\_

- 5c. Indicate whether there will be fireworks, pyrotechnic Special Effects and/or Amusements are planned to be part of the Event.\_\_\_\_\_

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6. The starting point, the termination point, the specific route to be traveled, and what portion of the proposed to be traversed would be utilized: **There will be no changes to the route once the permit has been approved.**

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7. The approximate number of persons, animals, and vehicles to be in such parade/street closing - the type of animals and a description of the vehicles, etc.:

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8. The location by streets of any assembly or assembly areas for such parade/street closing:

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9. The time at which units of the parade/street closing will begin to assemble at any such assembly area or areas and the time they will disband:

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10. The minimum speed, maximum speed, maximum interval of space streets may to be maintained between units, and the maximum length of such parade/street closing of in miles or fractions thereof:

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11. Will any food and/or beverages be sold or dispensed for free? Yes \_\_\_ No \_\_\_\_ If so, contact the Health Department at 543-8815 for food licensing procedure. Failure to do so will result in exclusion of unlicensed food and/or beverage vendor from event.

12. Will any alcohol beverages be sold or dispensed for free? Yes\_\_\_\_\_ No\_\_\_\_\_

13. If the parade is designed to be held by, and on behalf of or for, any person other than the applicant for such permit shall file with the Director of Licenses & Inspections a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf.

### **Late Applications:**

The Director of Licenses & Inspections shall have authority in his discretion to consider any application for a parade/street closing permit which is filed less than (60 days before the date of such event. This will occur only during extreme circumstances and with the approval Police and Fire Department).

### **Issuance of Permit:**

The Director of Licenses & Inspections shall grant and issue such parade permit if from a consideration of the application and such other information as otherwise be obtained the Director of Licenses & Inspections finds that the conduct of such parade will not:

- (a) Substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- (b) Require the diversion of so great a number of ambulances as was to prevent normal ambulance service to portions of the City other than that to be occupied by the proposed line of march and areas contiguous thereto;
- (c) The conduct of such activity will not require the diversion of so great a number of police officers of the city to properly police such activity and the areas contiguous thereto, as to prevent normal police protection to the city;
- (d) Unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas through the concentration of persons, animals and vehicles at assembly points of the activity;
- (e) Interfere with the movement of fire-fighting equipment to a fire;
- (f) Be reasonably likely to cause injury to persons or property;
- (g) Be held for the sole purpose of advertising any product, goods, or event, and is not designed to be held purely for private profit;
- (h) The applicant will be in conformance with all regulations and orders of the Fire Marshal.

## **INSURANCE REQUIREMENTS**

The permittee is required to furnish evidence of coverage with the permit.

Comprehensive General Liability Insurance (Broad Form), including contractual liability and products/completed operations coverage issued by an insurance company licensed to conduct business in the State of Connecticut with minimum limits of \$1,000,000 combined single limit. All deductibles and retention's are the sole responsibility of the permittee to pay and/or indemnify.

The City of Hartford is named as an additional insured as their interests may appear on the appropriate coverage.

If liquor is served the City requires evidence of Liquor Law Liability with minimum limits as set forth by the State Statute. Please forward a copy to the Police Department, Traffic Division, two weeks prior to the event.

All policy forms will be on the occurrence form. Exceptions will be authorized by the City's risk manager.

Each certificate will contain a 30 days notice of cancellation.

Acceptable evidence of coverage will be the accord form or a form with the same format.

**Licenses and Inspections payment of overtime services** – Payment for Licenses and Inspections overtime services is required two weeks in advance in cash or certified check. **No exceptions!** The chairperson will be billed in a timely fashion to allow for payment in full.

**Police payment for services** - Payment for police services is required two weeks in advance in cash, certified check or by Council Resolution. **No exceptions!** The chairperson will be billed in a timely fashion to allow for payment in full.

**Notifications** - Any large parade/activity as deemed by the Police Department, or any block watch to be held will require that the promoter notify the affected area residents by a printed flyer, informing them of the event, the impact it will have on them and a telephone number of the chairperson for any neighborhood complaints, objections or comments.

A complete list of approved vendors will be supplied to the Police Department no later than one week prior to the event.

The event promoter is responsible for developing (or having developed) detailed “to-scale” drawing(s) of the entire event site. Included on the drawing(s) shall be location of all tents, booths, amusement rides (if any), concession stands, stages/platforms and generators. Also included shall be the designation of each to be used. The drawing(s) shall be submitted to the Fire Marshal’s Office no less than thirty (30) days prior to the Event.

## Park Parking Policy

City Ordinance Section 26-43, Vehicles and Parking, prohibits parking in the parks except in areas designated for public parking. Through this policy the attempt is being made to permit event organizer's vehicles to load/unload equipment. The Park Division staff shall only authorize no more than four vehicles at a time to load/unload equipment within parks. All vehicles shall be removed upon completion of loading/unload activity. No vehicle shall remain parked in grassed areas while not actively loading and/or unloading equipment.

**A special permission may be granted by the Park Superintendent or his designated representative for specialized vehicles essential for the operation of the event activity. The special written authorization must be visibly displayed on the windshield on the driver's side of the dashboard.**

**I understand that the permit will be null and void if event does not begin on time.**

**Please indicate if you are requesting a Fee Waiver Resolution.**

**\_\_\_\_\_ Request Fee Waiver Resolution**  
**\_\_\_\_\_ Do not request Fee Waiver Resolution**

Signature of Applicant

Date: \_\_\_\_\_

**(For Office Use Only)**  
**Applicant Not To Write Below This Line**

The following are comments by City Department Affected:

**Chief of Police**

Approved \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Denied \_\_\_\_\_  
Signature \_\_\_\_\_

If denied, State Reasons \_\_\_\_\_

**Fire Chief**

Approved \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Denied \_\_\_\_\_  
Signature \_\_\_\_\_

If denied, State Reasons \_\_\_\_\_

**Fire Marshal**

Approved \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Denied \_\_\_\_\_  
Signature \_\_\_\_\_

If denied, State Reasons \_\_\_\_\_

**Director of Public Works**

Approved \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Denied \_\_\_\_\_  
Signature \_\_\_\_\_

If denied, State Reasons \_\_\_\_\_

**Director of Transportation**

Approved \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Denied \_\_\_\_\_  
Signature \_\_\_\_\_

If denied, State Reasons \_\_\_\_\_

**Risk Management**

Approved \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Denied \_\_\_\_\_  
Signature \_\_\_\_\_

If denied, State Reasons \_\_\_\_\_

**Note to above Departments:** After action, return form to Department of Licenses & Inspections

**(For Office Use Only)**  
**Applicant Not To Write Below This Line**

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**APPROVING AUTHORITY - Director of Licenses & Inspection**

Application was received on:\_\_\_\_\_. The Director of Licenses & Inspection shall take action within five (5) days after receipt of application:

Date_____	Approved_____
	Signature
	Denied_____
	Signature
If denied, State Reasons_____	

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**Note:** If Denied, Notice of such Denial in general terms shall be mailed to applicant within eight (80) days after receipt of his/her application.

**Date Denial Notice Mailed:** \_\_\_\_\_ **and copy of same attached hereto.**

**APPEAL:**

Any Appeal to the City Council from the Director of Licenses and Inspections' Denial of a Parade/Street Closing permit must be taken within five (5) days after notice of such Denial, and the Council shall act upon said Appeal within eight (8) days thereafter.

**ALTERNATIVE PERMIT:**

The director of Licenses and Inspections, in denying any application for a Parade/Street Closing Permit, may authorize the conduct of such Parade/Street Closing on a date, at a time, or over a route different from that named by the applicant, and if the applicant accepts the proposal, he shall within two (2) days after such notice file notice of acceptance with the Director who shall thereupon issue a Parade/Street Closing Permit.

**THE DIRECTOR OF LICENSES AND INSPECTIONS SHALL HAVE THE AUTHORITY TO REVOKE ANY PARADE/STREET CLOSING PERMIT AT ANY TIME UPON FAILURE TO COMPLY WITH ALL SECTIONS OF CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF HARTFORD.**